



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

THURSDAY, MAY 1, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Statistical Summary of Ad Hoc Actions Re: Vacant Personnel Openings (mailed)
6. Evaluation and Recommendation to Personnel Committee Regarding Determination of Each Vacant Personnel Opening (mailed)
7. Public Participation
8. New Business
9. Adjournment

MEMBERS: Camphous-Peterson-Chair, Rengert, Tocco, Sauger, DiMaria and Crouchman (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS

AD HOC OF MARCH 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
TOTAL		9	8	1

AD HOC OF APRIL 3, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
TOTAL		14	13	1

* 20 Week Hiring Waiver

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Evaluate and recommend to the Personnel Committee regarding
_____ the determination of each vacant personnel opening, either to reconfirm
_____ or to eliminate the position

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION

DEPARTMENT

One Administrative Assistant III (Linda Wayne)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 05-18-08

Community Mental Health

One Case Manager II (Louise Fecko)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 11-30-07

Community Mental Health

One Registered Nurse (Millie Thaxton)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 03-07-08

Community Mental Health

One Account Clerk I/II (Virginia Labby)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 02-22-08

Health

One Coordinator of Security (Theodore Stabley)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 01-11-08

Juvenile Justice Center

One Paralegal (Incoronada Delfuoco)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 12-28-07

Senior Citizen Services

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate
Reconfirmation of Personnel
Openings 05-01-08

CLASSIFICATION

One Computer Maintenance Clerk (Martha Backus)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 03-21-08

One Typist Clerk I/II (Linda Baade)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 03-21-08

DEPARTMENT

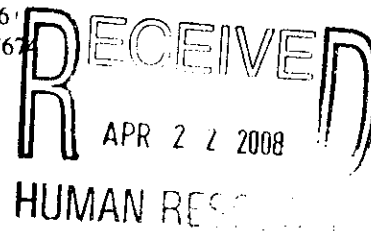
Sheriff

Veterans Services



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-767



Donald I. Habkirk, Jr.
Executive Director

April 21, 2008

BOARD OF DIRECTORS To: Eric Herppich, Acting Director
Louis J. Burdi
Chairperson
Human Resources Department

Janice A.B. Wilson
Vice-Chairperson

duh
From: Donald I. Habkirk, Jr., Executive Director
Community Mental Health Services

Joan Flynn
Secretary-Treasurer

Re: Request to Reconfirm
Vacant Budgeted Position
Administrative Assistant III-Reimbursement
Administration

224 646.04

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perma
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Administrative Assistant III.

This vacancy is created by the retirement of Linda Wayne, effective May 18, 2007.



A CARF Accredited
Organization

The employee in this classification, under the supervision of an assigned supervisor, provides support to the Finance and Budget division of Community Mental Health; oversees the billing and reimbursement activities within the Finance and Budget divisions; ensures billing and revenue collection duties are completed timely and accurately; develops revenue projections for use in fiscal reporting; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

DIH/lg

cc: R. Slaine, File



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**Macomb County
Position Analysis Questionnaire**

RECEIVED
APR 22 2008
HUMAN RESOURCES

Employee Name: Linda Wayne - Retired

Classification Title and Department: Administrative Assistant III - Reimbursement

Division/Program Assignment: Finance & Budget Division

Describe how this position is funded:

<u>10 %</u>	<u> % </u>	<u>90 %</u>
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The employee in this classification, under the supervision of an assigned supervisor, provides support to the Finance and Budget division of Community Mental Health by monitoring billing and reimbursement activities, ensuring that billing and revenue collection duties are completed timely and accurately, developing revenue projections for use in fiscal reporting, and performing other related duties as assigned.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Macomb County Community Mental Health provides mental health services to adults and children with conditions of mental illness, emotional disturbances, and developmental disabilities. The Finance & Budget division provides fiscal oversight and monitoring of contracts, budgets, and expenditures necessary for the operation of all Board administered and contract programs. Functions of this division include accounting and general finance, purchasing, payroll, and billing and reimbursement.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Director	1
Same Classification Within Department or Program	n/a	
Other Classifications Reporting to this Immediate Supervisor	Adm Asst IV & II, Accountant, AC IV, Reimb Analyst	16
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Account Clerk IV - 2: Position will provide direction to ensure that billing and revenue collection are completed timely and accurately.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This position will be responsible for ensuring that billing and revenue collection are completed timely and accurately while keeping abreast of new billing rules, establishing new billing processes as needed, and developing mechanisms to ensure that the client financial data in the software system is accurate.

This position will need to be able to develop regular data reports and analyze trends to identify and resolve billing/reimbursement issues.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Provides technical assistance to all F&B staff	10	daily	MI Mental Health Code & MDCH contract
2	Ensures timeliness of billing and revenue collecti	20	daily	MI Mental Health Code & MDCH contract
3	Develops regular data reports to analyze trends	20	weekly	MI Mental Health Code & MDCH contract
4	Establishes new billing processes as needed	10	when needed	MI Mental Health Code & MDCH contract
5	Ensures accurate finance data in software systeml	10	daily	MI Mental Health Code & MDCH contract
6	Assists CMH/contract agencies in securing benefits	5	daily	MI Mental Health Code & MDCH contract
7	Provides tech asst, direction, & training to staff	20	daily	MI Mental Health Code & MDCH contract
8	Serves as liason to DCH in regards to reimb.	5	daily	MI Mental Health Code & MDCH contract

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

n/a

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

This position will take action on establishing new billing processes in our software system and resolving billing and reimbursement issues as they arise.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
decrease in the accuracy and timeliness of billing	delay in the collection of revenues
lack of regular analysis of reimbursement reports	inaccurate revenue projections -fiscal reporting
lack of tech. assist. to staff and providers	reduction of benefits to consumers

Key Customers:

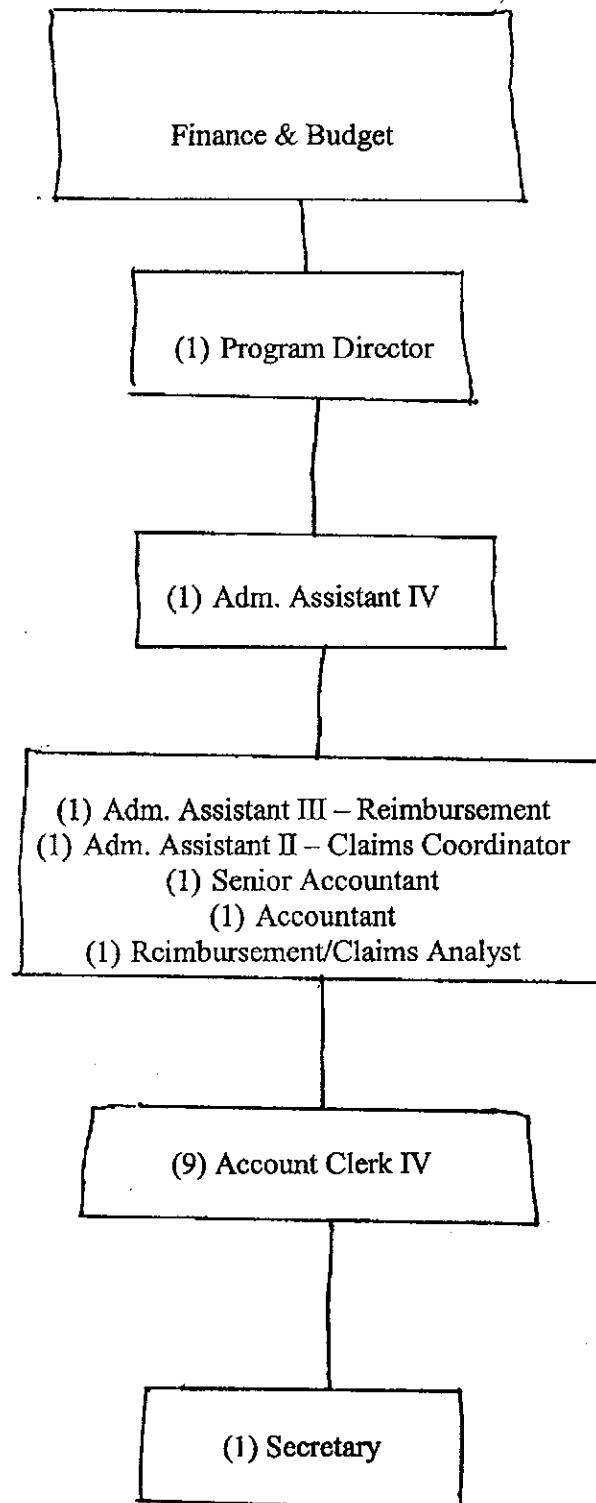
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
MCCMH Administration & Direct Providers	billing/reimbursement issues; benefits	daily
Contract Agencies	billing/reimbursement issues; benefits	weekly
Department of Community Health	liason representative	monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

Finance and Budget Organizational Chart





COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

APR 22 2008
HUMAN RESOURCES

Donald I. Habkirk, Jr.
Executive Director

April 21, 2008

BOARD OF DIRECTORS
Louis J. Burdi
Chairperson

To: Eric Herppich, Acting Director
Human Resources Department

Janice A.B. Wilson
Vice-Chairperson

From: Donald I. Habkirk, Jr., Executive Director
Community Mental Health Services

Joan Flynn
Secretary-Treasurer

Re: Request to Reconfirm
Vacant Budgeted Position
Case Manager II
VDPS

224 646.57

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Case Manager II.

This vacancy is created by the retirement of Louise Fecko, effective November 30, 2007. This position was reclassified from a Therapist II to a Case Manager II on March 19, 2008.



A CARF Accredited
Organization

The employee in this classification, under the supervision of an assigned supervisor, provides direct service to program members, consumers, family members and designated others; implements program activities; participates in research and program evaluation; supplies statistics as requested by administration; promotes client assessing of community based resources; facilitates team understanding as well as member assessing of community-based resources; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

DIH/lg

cc: R. Slaine, File



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RECEIVED
APR 22 2008
HUMAN RESOURCES

Describe how this position is funded:	<u>10 %</u>	<u>%</u>	<u>90 %</u>
	County	Grant	Other

Supports Coordinators facilitate person centered planning for persons with developmental disabilities. SC's complete clinical assessments and develop/write assigned consumers' individual plans of service. SC's request authorizations and link, coordinate all services identified in the plan. SC's monitor services provided and complete periodic reviews of goals established in plan. SC's assist with access to entitlements, health insurance providers

Vocational and Day Program Services primarily provides supports coordination services to persons with developmental disabilities. VDPS staff link DD consumers to a wide variety of supports and services intended to assist the consumer attain a sufficient level of functioning. Services help achieve goals of community inclusion, independence or productivity. Plans developed by Supports Coordinators often include community living supports, vocational and adaptive skills training, behavioral training, respite, psychiatric treatment, etc. SC's link to large network of contracted providers who offer services documented in consumer's plan.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Therapist III	3
Same Classification Within Department or Program	Supports Coordinator (CSM II)	20
Other Classifications Reporting to this Immediate Supervisor	RN (Spec II)	2
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

n/a

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

SC's assessments require clinical judgement skills. Diagnoses of target populaion include mental retardation and autism. Consumers have varying cognitive, adaptive and communication abilities. SC's treatment plans must reflect consumers needs, functioning level and family/living environment. Services must be medically necessary. SC's link families to over 20 distinct service types, offered by over 50 different contracted providers. Service authorizations are very complex.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Completing assessments	5	weekly	yes
2	Person Centered Planning/writing POS	30	daily	yes
3	Linking/referring/monitoring services via phone	10	daily	yes
4	Field contacts, monitoring services, write notes	20	daily	yes
5	Completing formal service reviews	30	daily	yes
6	Assisting with insurance, entitlements, etc.	5	weekly	yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

VDPS currently has 1140 consumers receiving supports coordination. In 2004, VDPS had 1008 open cases. This represents a 12% increase. New cases are opened every week, whose numbers historically exceed those closed. In addition, SC productivity expectations have significantly increased. Monthly contacts are now required, while in 2004 most consumers received contacts every three months.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Nealy all consumer contacts are made in the field without a supervisor present. During these contacts, the SC assesses each consumer's clinical needs. SC translates wants/desires into medically necessary services. SC makes judgements as to whether requested service amounts are adequate to achieve desired outcomes. SC confirms when/if services are meeting stated goals. SC offers instruction to line staff as to how to implement goals and keep proper data and documentation.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Unable to meet demand for new DD services	
Consumers may be put on waiting list	
CMH may not meet state compliance standards	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Community Living Support providers	training staff on implementing goals	daily
All contracted providers	forward treatment plans	daily
All contracted providers	Develop service authorizations	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

There continues to be an increase in the demand for services for the developmentally disabled. Throughout CMH, requests to open DD cases significantly outnumber those cases closed. To meet the demand for DD services, it is critical that the County maintains supports coordinator capacity.

VOCATIONAL & DAY PROGRAM SERVICES

STEVE SMITH PROGRAM SUPERVISOR

Marlane Wall
T-III

Support Coordinators:

Brian Bunte, SC II
Janet Folkins, SC II
Carol Knight, SC II
Linda Lezotte, SC II
Anna McKinney, SC II
Connie Peltier, SC II
Julio Peretti, SC II

Melissa Brown, SC II (Contract)
Sharon Smith, RN
Vacant, RN

Virginia Mussey
T-III

Support Coordinators:

Pam Michielutti, SC II, DD Voc Specialist

Lisa Bonscour, SC II
Peggy Brieske, SC II
Amy Kenzie, SC II
Kathy Lancaster, SC II
Jessica Konkolesky, SC II
Vacant - SC II

Natasha Webster, SC II (Contract)
Bridget Zabawa, SC II (Contract)
Ellen Kent, (Supports Coordinator Asst.)

Crystal Bouissi, SC II
Sheila Canady, SC II
Don Helinski, T-II, Intake Coordinator

Dr. N. B. Murthi, Psychiatrist
Dr. M. Pezhman, Psychiatrist

Rebecca Perry, T/C III

Pat Hoenscheid, A/C III
Maribeth Jezak, A/C I/II
Tiffany Muczynski, A/C I/II

Linda Muri
T-III

Supports Coordinators

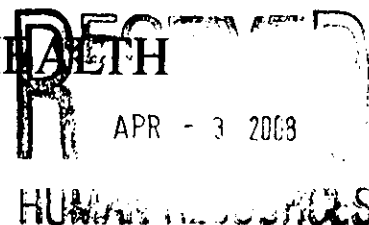
Tammy Kerchkof, Adult Respite Coord

Lin Day, SC II
Tom Duncan, SC II
Rhonda Gardner, SC II
Karen Gibson, SC II
Elizabeth Vutci, SC II



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

April 3, 2008

BOARD OF DIRECTORS To: Eric Herppich, Acting Director
Louis J. Burdi Human Resources Department
Chairperson

Janice A.B. Wilson
Vice-Chairperson

From: Robert R. Slaine, Deputy Director
Community Mental Health Services

Joan Flynn
Secretary-Treasurer

Re: Request to Reconfirm
Vacant Budgeted Position
Registered Nurse
Vocational & Day Program Services

224 646.57

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Registered Nurse.

This vacancy is created by the retirement of Millie Thaxton, effective March 7, 2008.



A CARF Accredited
Organization

The employee in this classification, under the direction of an assigned supervisor, facilitates prompt and effective coordination of services regarding consumer's health, medical, case management and psychiatric medication needs within the outpatient program; provide direct services to consumers and their families; provides specialized health care assessments and screenings per doctors' orders; implements program activities; participates in research and program evaluation to improve coordination of health and medication programming; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

RRS/lg

cc: D. Habkirk, Jr., File



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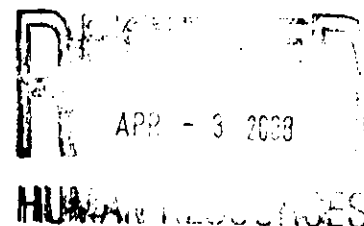
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**Macomb County
Position Analysis Questionnaire**



Employee Name: Mildred Thaxton

Classification Title and Department: RN; Community Mental Health

Division/Program Assignment: Vocational and Day Program Services

Describe how this position is funded:

<u>10</u> %	<u> </u> %	<u>90</u> %
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Nurses at Vocational and Day Program Services providework with the Developomentally Disabled population in the following ways: 1) complete specialized nursing assessments 2) monitor consumer health issues in the community 3) support psychiatrists at medication reviews 4) respond to medication related inquiries 5) administer prescribed injections and dispense sample medications 5) complete private duty nursing level of care assessments 6) provide supports coordination to medication only and medically compromised consumers.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Vocational and Day Program Services primarily provides supports coordination services to persons with developmental disabilities. VDPS staff link DD consumers to a wide variety of supports and services intended to assist the consumer attain a sufficient level of functioning. Services help achieve goals of community inclusion, independence or productivity. Psychiatric services are offered to minimize symptoms. Nurses attend psychiatric appointments and assist in the medication review process. They monitor and provide training to staff caring for medically involved consumers at day skill building programs and in independent living programs. They offer assessment, linking and coordinating services for consumers needing private duty nursing care.

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Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Therapist III	3
Same Classification Within Department or Program	Nurse	2
Other Classifications Reporting to this Immediate Supervisor	Supports Coordinator (Case Manager II)	8
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Nurses are responsible for providing training and guidance to staff who care for consumers in day skill building and independent living settings (community living support staff). Skill Building and Community Living Support staff work for private agencies with whom the county contracts. Nurses complete nursing assessments and develop goals for staff to implement that ensures the staff meet all of the consumers health needs.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Completes nursing assessments and makes recommendations as to 1) need for hourly private duty nursing care 2) need for goals to ensure consumers health needs are met. Nurses provide ongoing monitoring of health goals and advise direct care staff accordingly.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assist/support at Medication Reviews	35%	per week	
2	respond to medication related inquiries	8%	per week	
3	Complete nursing assessments	10%	per week	
4	Monitor nursing goals	30%	per week	
5	Link/Coordinate medication only consumers	10%	per week	
6	Link/Coordinate medically compromised consumers	12%	per week	
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

see attached. Attached documentation for one year only. Work load has remained relatively constant and could be multiplied by 3 in order to obtain statistical information over three year period.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Makes judgements in the field as to consumers medical condition and needs. Must make medical assessments and diagnoses and provide appropriate interventions. Assesses and responds to health and safety at risk factors.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
medication review quality control	increased procedural errors/delays; liability
monitoring of consumer health needs	Consumer health needs not being met; liability
linking/monitoring of medically involved consumers	Non-medical staff would cover cases; liability

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

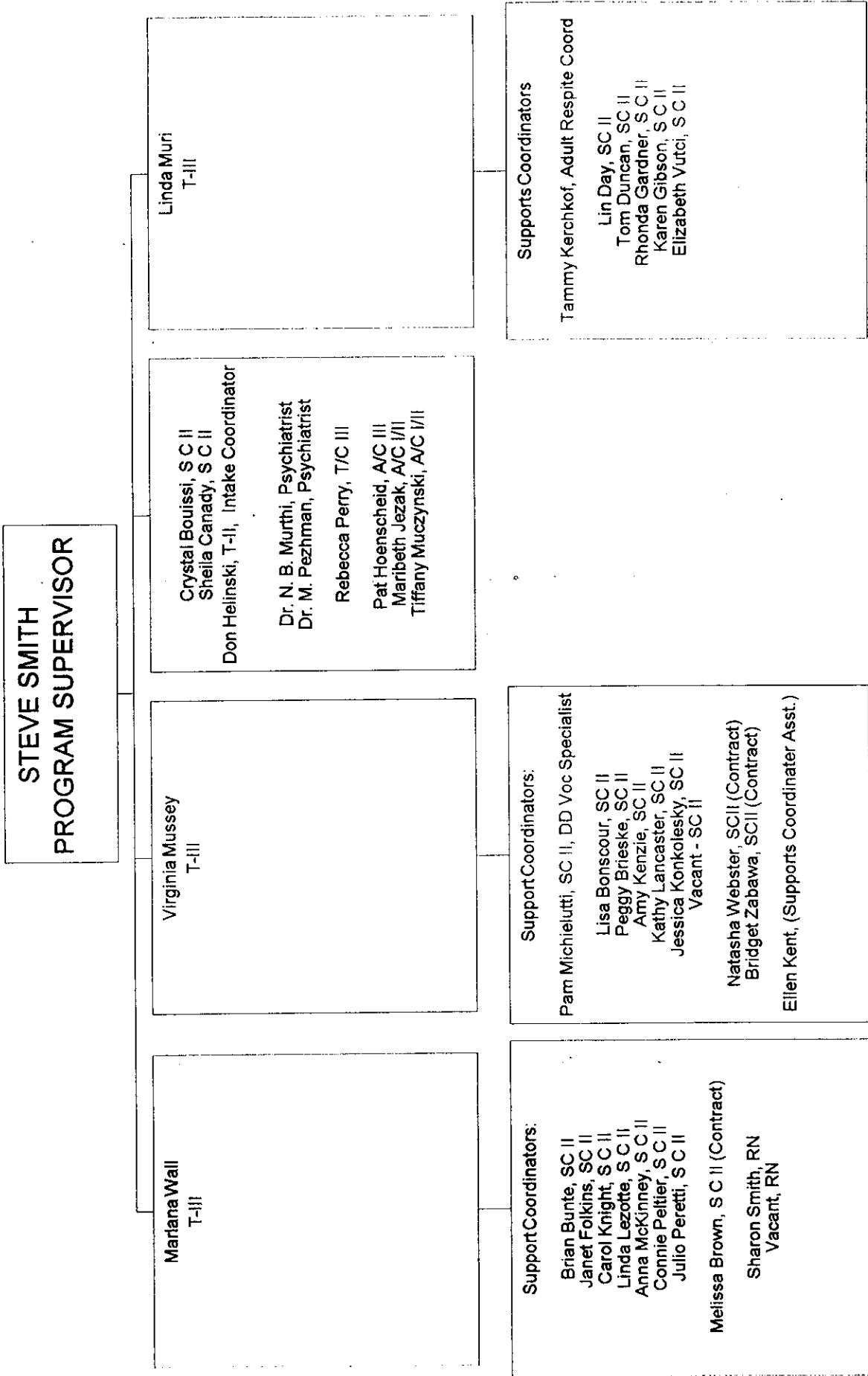
Position/Department	Nature of Contact	Frequency
Community Living Support Providers	Training/monitoring of staff	daily
Nursing providers	Monitoring service provision	1-3x monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

VDPS works with many medically compromised consumers. These consumers have medical procedures and equipment needed to sustain life. Consumers with mental retardation need lay staff to provide care and supervision. Without nurses to assess and train staff on health needs, they would be at risk.

VOCATIONAL & DAY PROGRAM SERVICES



Mildred Thaxtons SAL Summary

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
4/2005	65.08	4/2005	752	3.00
		4/2005	753	8.00
		4/2005	771	42.92
		4/2005	808	1.00
		4/2005	810	1.00
		4/2005	911	5.67
		4/2005	7037	2.83
		4/2005	7070	0.67

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
5/2005	59.58	5/2005	718	0.33
		5/2005	752	1.00
		5/2005	753	4.00
		5/2005	771	48.08
		5/2005	810	2.00
		5/2005	911	0.67
		5/2005	7036	1.00
		5/2005	7037	0.50
		5/2005	7070	2.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
6/2005	49.42	6/2005	753	8.58
		6/2005	771	38.75
		6/2005	808	1.25
		6/2005	911	0.33
		6/2005	7036	0.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2005	24.17	7/2005	752	0.50
		7/2005	753	4.42
		7/2005	771	13.00
		7/2005	911	3.50
		7/2005	1355	1.25
		7/2005	7037	1.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2005	48.58	8/2005	752	0.50
		8/2005	753	4.00
		8/2005	771	34.67
		8/2005	808	1.08
		8/2005	810	0.75
		8/2005	911	5.58
		8/2005	7036	0.50
		8/2005	7037	0.50
		8/2005	7070	1.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2005	41.17	9/2005	752	0.58
		9/2005	753	4.08
		9/2005	771	30.92
		9/2005	808	0.50
		9/2005	810	1.50
		9/2005	911	2.25

03/24/2008

9/2005	7036	0.75
9/2005	7070	0.58

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
10/2005	70.58			
		10/2005	752	1.00
		10/2005	753	4.33
		10/2005	771	52.25
		10/2005	808	3.50
		10/2005	810	1.50
		10/2005	911	2.42
		10/2005	7036	0.50
		10/2005	7037	2.00
		10/2005	7070	3.08

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
11/2005	27.25			
		11/2005	753	4.17
		11/2005	771	20.33
		11/2005	808	0.50
		11/2005	7037	2.25

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
12/2005	14.75			
		12/2005	752	0.50
		12/2005	753	4.50
		12/2005	771	5.25
		12/2005	911	2.50
		12/2005	7037	2.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
1/2006	52.25			
		1/2006	752	1.50
		1/2006	753	3.58
		1/2006	771	43.25
		1/2006	1173	1.25
		1/2006	7036	0.25
		1/2006	7037	2.42

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
2/2006	44.58			
		2/2006	752	1.33
		2/2006	753	3.25
		2/2006	771	34.58
		2/2006	808	1.25
		2/2006	911	4.17

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
3/2006	55.83			
		3/2006	752	1.42
		3/2006	753	3.67
		3/2006	771	40.92
		3/2006	808	1.00
		3/2006	911	4.92
		3/2006	7037	3.92

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
4/2006	30.92			
		4/2006	742	2.75
		4/2006	752	0.50
		4/2006	753	5.67
		4/2006	771	10.42

03/24/2008

4/2006	810	1.25
4/2006	911	6.33
4/2006	7036	1.00
4/2006	7037	0.75
4/2006	7069	1.75
4/2006	7070	0.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
5/2006	21.42	5/2006	711	1.08
		5/2006	742	7.75
		5/2006	752	0.33
		5/2006	753	3.83
		5/2006	771	1.25
		5/2006	808	0.50
		5/2006	810	0.50
		5/2006	911	3.58
		5/2006	7027	0.58
		5/2006	7037	2.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
6/2006	34.08	6/2006	742	12.58
		6/2006	752	5.92
		6/2006	771	0.42
		6/2006	911	5.75
		6/2006	971	0.75
		6/2006	7026	0.17
		6/2006	7027	3.17
		6/2006	7036	1.50
		6/2006	7037	2.83
		6/2006	7069	1.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2006	44.33	7/2006	742	24.33
		7/2006	752	3.83
		7/2006	771	1.00
		7/2006	911	8.00
		7/2006	7027	3.08
		7/2006	7069	4.08

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2006	44.00	8/2006	742	14.42
		8/2006	752	2.25
		8/2006	911	13.50
		8/2006	971	1.75
		8/2006	980	0.67
		8/2006	7026	3.25
		8/2006	7027	3.08
		8/2006	7037	5.08

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2006	80.00	9/2006	711	2.50
		9/2006	742	21.67
		9/2006	752	7.25
		9/2006	753	2.50
		9/2006	771	2.17
		9/2006	806	1.25
		9/2006	808	2.50
		9/2006	911	16.08

03/24/2008

9/2006	971	1.58
9/2006	978	2.50
9/2006	989	0.75
9/2006	7027	13.00
9/2006	7032	0.75
9/2006	7036	3.00
9/2006	7037	1.17
9/2006	7070	1.33

<u>Month/Year</u>	<u>Total Time</u>
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10/2006	28.42
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

10/2006		13.08
10/2006	90801	2.50
10/2006	90862	12.83

<u>Month/Year</u>	<u>Total Time</u>
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11/2006	37.00
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

11/2006		16.67
11/2006	90772	2.50
11/2006	90862	17.33
11/2006	96101	0.50

<u>Month/Year</u>	<u>Total Time</u>
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12/2006	45.75
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

12/2006		24.17
12/2006	90862	21.58

<u>Month/Year</u>	<u>Total Time</u>
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1/2007	44.83
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

1/2007		26.33
1/2007	90772	0.50
1/2007	90862	17.00
1/2007	96101	1.00

<u>Month/Year</u>	<u>Total Time</u>
-------------------	-------------------

2/2007	36.17
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

2/2007		21.83
2/2007	90862	14.33

<u>Month/Year</u>	<u>Total Time</u>
-------------------	-------------------

3/2007	26.50
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

3/2007		15.42
3/2007	90801	0.25
3/2007	90862	10.83

<u>Month/Year</u>	<u>Total Time</u>
-------------------	-------------------

4/2007	43.00
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

4/2007		28.83
4/2007	90862	14.17

<u>Month/Year</u>	<u>Total Time</u>
-------------------	-------------------

5/2007	40.05
--------	-------

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

5/2007		24.30
5/2007	90862	15.75

<u>Month/Year</u>	<u>Total Time</u>
-------------------	-------------------

6/2007	39.00
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<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
-------------------	-------------	-------------------

6/2007		19.17
6/2007	90801	0.50
6/2007	90862	19.33

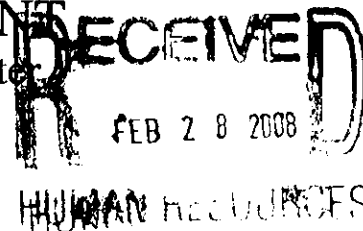
03/24/2008

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2007	35.75	7/2007		17.17
		7/2007	90801	0.50
		7/2007	90862	18.08
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2007	35.60	8/2007		16.43
		8/2007	90862	19.17
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2007	28.00	9/2007		17.33
		9/2007	90862	10.67
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
10/2007	32.83	10/2007		16.17
		10/2007	90801	1.67
		10/2007	90862	15.00
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
11/2007	24.28	11/2007		14.70
		11/2007	90862	9.58
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
12/2007	28.17	12/2007		15.17
		12/2007	90862	13.00
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
1/2008	36.67	1/2008		23.08
		1/2008	90801	2.50
		1/2008	90862	11.08
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
2/2008	33.00	2/2008		19.58
		2/2008	90862	13.42
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
3/2008	8.17	3/2008		3.75
		3/2008	90801	0.92
		3/2008	90862	3.50



HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth



Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

February 27, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
ACCOUNT CLERK I/II POSITION
DENTAL PROGRAM

The Macomb County Health Department requests approval to fill the above captioned position. The retirement of Ms. Virginia Labby on February 22, 2008 creates this vacancy.

The employee in this classification, under direct supervision of an assigned supervisor, performs basic to moderately difficult routine clerical and accounting duties according to standardized practices and procedures as well as the preparation of receipts and billings, posting transactions, filing, answering the phone and booking appointments.

In order to maintain quality of service in the Dental Program for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: M. Parent
M. Green

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Leon Drolet - District 26

APR 22 2008

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The Account Clerk II greets the clients on the phone or at the counter. She will attempt to assess their concerns answer what she can and mail an application or refer client elsewhere according to their needs. Patients scheduled for the day are registered and cashiered at the end of the service. In between calls and data entering; mailings, supply ordering, etc needs to be done. The person in this position works under a high stress level often trying to comfort needy patients and diffuse angry callers and walk-in clients.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Answers multiple telephone lines, schedules appointments.	100%	daily	
2	Enters dental services, collects fees from clients, posts payments.		daily	
3	Balances, reconciles daily and weekly money reports.		Daily, weekly	
4	Prepares weekly deposit for the dental program.		weekly	
5	Types all purchase requisitions for the dental program.	.5	daily	
6	Orders office supplies when needed.	.5	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The clinic provided services to 2000 plus clients for each of the past three years. 06-07 2,447; 05-06 2371; 04-05 2105. The last few years of State and County economics has created an increasing demand for dental services. Our Dental Clinic as well as private dental clinics are finding it difficult to meet the demand. The burden on our limited staff is increasing. The Account Clerk II is the initial contact person at the clinic. She is responsible for handling multiple line calls, making appointments, registering and cashiering clients.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Once trained the Account Clerk II works with the rest of the team in moving the client through the program in a courteous and professional manner. Understanding the financial and healthcare concerns of the clients and demonstrating understanding and sensitivity are requirements of the job that can be very stressful. Once oriented the person requires on occasional supervision team collaboration resolves most concerns.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The Dental program efficiency is impacted, with the lack of a permanent person with dental program experience and terminology	Requires increased client assessment time and additional team time to answer questions and follow-up on clients.
Temporary fill-ins, though helpful, create a gap in their own primary work area.	Reduces client services in a second area.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

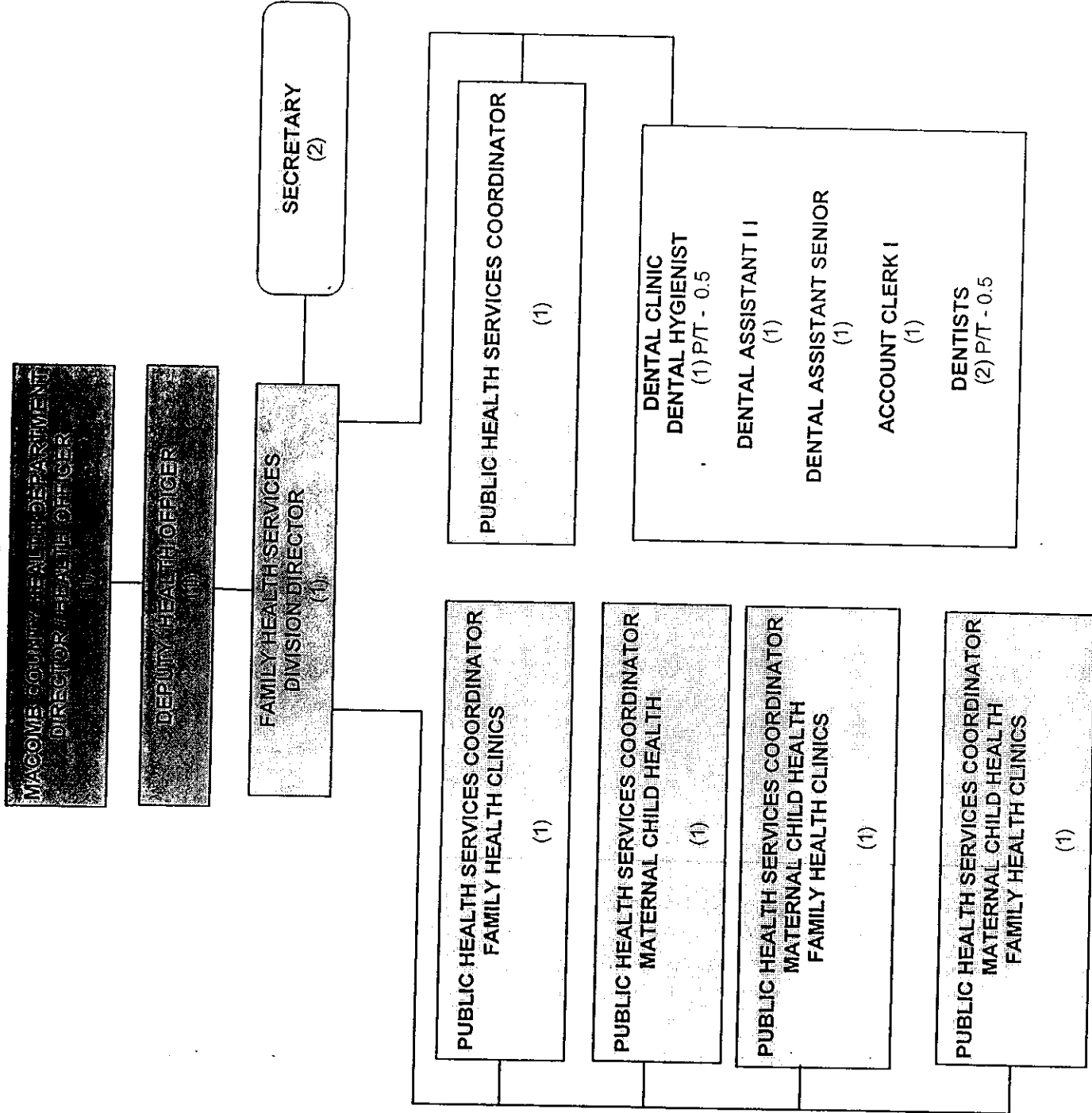
Position/Department	Nature of Contact	Frequency
Head Start Program	Scheduling eligible clients, special clinics to assist with their program compliance	As scheduled
Private Sector Dental Programs	Networking and Referral exchange	As scheduled
Group Homes	Special Needs Clients	As scheduled

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The more efficiently we see clients, the more clients we see. The result is an increase in client services, which can result in an increase of revenue (Medicaid).

COPY





JUVENILE JUSTICE CENTER

400 N. Rose St.
Mount Clemens, Michigan 48043
586-469-5375 FAX 586-469-0815

RECEIVED
APR - 7 2008
HUMAN RESOURCES

April 4, 2008

Eric Herppich
Human Resources
10 N. Main
Mt. Clemens, MI 48043

**Re: Coordinator of Security Vacancy
Letter of Justification**

Dear Eric:

The Coordinator of Security position at the JJC is an essential position providing oversight and direct supervision of security related equipment and activities. Security takes the lead role in the operational readiness of the Digital Video Recording devices, air samplers, door locks (electrical and key operated) Fire Control alarms, and closed circuit televisions. Each of these systems are very complicated and requires outsourced servicing. Having a single point of contact that can attend to these issues allows for County informed supervision of the maintenance contracts and service calls.

The Coordinator of Security also is responsible for the supervision of vendors inside of the building. All vendors without Macomb County Jail security clearance must be under constant supervision if their work will take place around youth. During the construction phase this position can not keep up with this aspect of the position.

The position also is the lead authority on disaster drills including the state requirements of monthly evacuation fire drills on each shift.

As the Coordinator of Security deals with the physical plant, the position also is the primary contact for F&O employee's working at the JJC. The Coordinator reviews and recommends all work orders and inspects the work upon completion if the work provided relates to a security function.

Sincerely,


Charles Seidelman, Director

CS/db

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Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

APR - 7 2008

Describe how this position is funded:

<u> %</u>	<u> %</u>	<u> %</u>
County	Grant	Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Security provides a single point of responsibility over the physical plant and operations to help the JJC fulfill the mission of a safe and secure juvenile placement.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Provides an on-going overview of security preparedness including security hardware, doors, cameras, DVR's, keys, locks and handcuff shackles. Responsible for fire control mechanical operations, drills and risk management. Provides interface between JJC and Facilities and Operations regarding work orders.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Asst. Director	
Same Classification Within Department or Program	N/A	
Other Classifications Reporting to this Immediate Supervisor	N/A	
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

- 1) Continue safe operations during construction.
- 2) Observe vendors in the building with necessary tools, without interrupting operations.
- 3) Supervise the orderly release of all juvenile and staff during monthly evacuation procedures (i.e., tornado drills, fire drills).

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Perform daily rounds to inspect building & staff for security preparedness.	25	Daily	
2	Provides point of contact for contractors related to security & fire control	20	Daily	
3	Review building maintenance and prepare work orders for F & O.	15	Daily	
4	Maintain inventory of equipment i.e., restraints, radios, keys & locks.	10	Daily	
5	Plan and coordinate all emergency procedures for JJC.	10	Weekly	
6	Provide orientation and consult with staff on security matters.	10	Weekly	
7	Coordinate & assist staff on building wide searches for Contraband.	5	Weekly	
8	Review video footage to investigate incidents & write reports.	5	Weekly	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

- Provide security orientation and issue keys to 76 JJC employees.
- Oversee more than 100 fire drills
- Maintain and review status of over 200 locked doors.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Call in vendors to make emergency repairs to critical electronics and or building.
Provide orientation and training to new employees and issue keys after employee has proven themself.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Transfer off all job duties to Asst. Directors	OT - 8 hrs
Lost of security oversight.	Escapes.

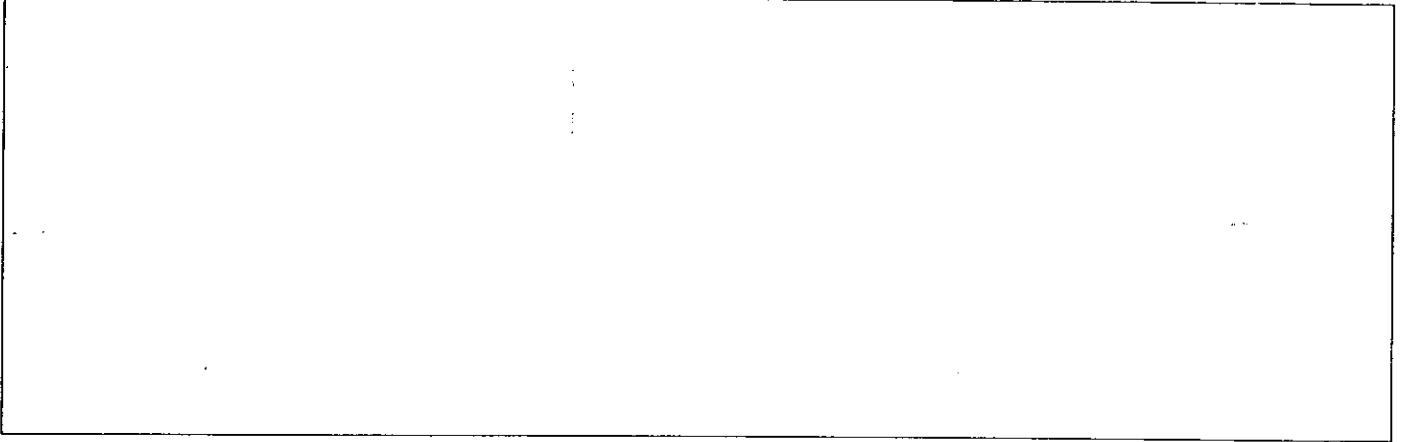
Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
F & O	Work Orders	Daily
Radio Shop	Repair	Weekly
Security Corp.	DVR's, Cameras	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

A large, empty rectangular box with a thin black border, intended for providing additional information about the position and its business necessity.

MACOMB COUNTY JUVENILE JUSTICE CENTER
CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Coordinator of Security

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Juvenile Justice Center

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of the Director, plans, directs, supervises and assists in carrying out all security measures in the Juvenile Justice Center (JJC), coordinates and assists in the safe transfer of residents to and from the Juvenile Justice Center; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans and coordinates all security measures for the Juvenile Justice Center.
- Plans, coordinates and assists in the controlled transfer of residents to and from the JJC.
- Plans and coordinates emergency procedures regarding bomb threats, fire and natural disasters for the JJC.
- Perform daily rounds to inspect building & staff for security preparedness.
- Provides point of contact for contractors related to security & fire control.
- Review building maintenance and prepare work orders for F & O.
- Maintain inventory of equipment (i.e., restraints, radios, keys & locks).
- Plan and coordinate all emergency procedures for JJC.
- Provide orientation and consult with staff on security matters.
- Coordinate and assist staff on building wide searches for contraband.
- Review video footage to investigate incidents and write reports.
- Provide security orientation for new staff and involved in decision to issue key.

ADDITIONAL FUNCTIONS:

- Compiles and prepares regular and special reports regarding current state of security for the JJC.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma.
- A minimum of five (5) years of safety and/or security experience.
- Successful completion of the probationary period for the position of Coordinator of Security.
- Be physically able to perform the essential function of the position, with or without reasonable accommodation.
- The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

ADDITIONAL QUALIFICATIONS:

- Ability to recognize security needs and plan procedural solutions.
- Knowledge of court procedures for resident transfer to and from hearings.
- Knowledge of planning and directing security measures.
- Ability to maintain accurate records.
- Ability to direct and organize the work of others.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with co-workers, residents, and the public.
- Ability to conduct oneself with tact and courtesy.

PERSONNEL-LABOR RELATIONS APPROVAL:

NAME:

TITLE:



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

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HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Eric Herppich, Interim-Director
Human Resources

FROM: Angela J. Willis, Director *AW*
Department of Senior Citizen Services

DATE: April 8, 2008

SUBJECT: Confirmation to post Paralegal Position

On December 28, 2007, Incoronada Delfuoco retired from her position as Paralegal in the Senior Citizen Services Legal Assistance Program. Pursuant to Full Board resolution of December 13, 2007 all County positions must remain vacant for a period of 20 weeks. The Paralegal position shall be vacant 20 weeks by the time this request is reviewed by Full Board. As such, I am requesting Personnel place this item before the Ad Hoc Committee to confirm my request to post.

The Paralegal position is a vital role in the Legal Assistance Program. The Paralegal is the first contact with seniors who call or come into the office. There are currently two attorneys and one Clerk Typist IV in the Legal Assistance Program handling the day-to-day operations. Further delay in filling the position of Paralegal would cause a hardship on the legal services provided to the seniors of Macomb County.

Attached is the completed Vacant Budgeted Position form as well as the Position Analysis Questionnaire.

Thank you for your anticipated cooperation.

Cc: Shirley Cushing, Attorney – Legal Assistance Program

MACOMB COUNTY BOARD OF COMMISSIONERS

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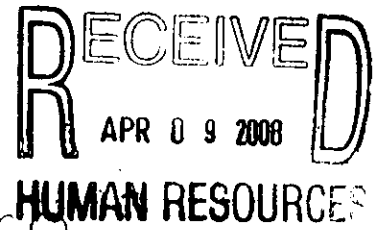
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Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

Macomb County
Position Analysis Questionnaire



Employee Name: VACANT Incorporada Deifudez

Legal Assistant/Paralegal

Classification Title and Department: Senior Services

Division/Program Assignment: Legal Assistance Program

Describe how this position is funded: X % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The primary purpose of the Legal Assistant/Paralegal classification is to provide support to the Legal Assistance Program Attorneys. The Legal Assistant/Paralegal conducts the initial interview of senior citizen clients, obtains demographic information and gathers facts to assist the attorneys in determining the legal issues so proper assistance can be given. The Legal Assistant/Paralegal also inputs the client information into the Program's database so accurate and timely reports can be made.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Legal Assistance Program provides legal assistance, without charge, to the senior citizens of Macomb County focusing on the most socially and economically in need. The assistance includes advice and counsel, review and preparation of documents and representation in court and administrative agencies. The Legal Assistance Program is placed within the Department of Senior Services to provide assistance to the senior citizens of Macomb County.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Managing Attorney	1
Same Classification Within Department or Program	NONE	0
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney (1) Legal Secretary (1)	2
Classifications Directly Supervised by this Classification (if applicable)	NONE	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

None

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The typical work situation involves obtaining pertinent information from senior clients who are vulnerable and in stressful circumstances.

This requires a trained, skillful listener who can obtain and relate information while being compassionate and understanding in a professional manner;

Legal educational/background to analyze facts to determine legal issue; and

Ability to surface relevant facts by directed questioning.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Interview clients in office and on the telephone	40	Daily	
2	Question and determine facts of legal problem	20	Daily	
3	Research and preparation of memoranda	6	Daily	
4	Organize Files and client logs	7	Daily	
5	Maintain statistical data base and maintain office confidential files	7	Daily	
6	Coordination of pro bono referrals as directed	5	Weekly	
7	Convey information to clients as directed by attorney	10	Daily	
8	Prepare and mail legal information packets for client education	5	Daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Legal Assistance Program functions as a team and provides monthly reports to the Department of Senior Citizen Services and Quarterly reports to the funding sources. The reports integrate the work of a 4 person office. Enclosed are year-end statistics of clients served for 2005, 2006 and 2007.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Legal Assistant/Paralegal is prohibited from the practice of law under the Michigan Bar Rules of Professional Conduct. Thus, a Legal Assistant's work must always be supervised by a licensed attorney who is responsible for all work done by this legal Assistant/Paralegal and to ensure his/her conduct is compatible with the professional obligations of the lawyer-supervisor.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction number of Clients Served	An office without a Legal Assistant forces the
Reduction of Client telephone calls	attorneys to do paralegal work rather than using
Reduction of satellite office services	attorney skills and resources as lawyers.
Reduction of community presentations	Senior Legal Education presentations will be limited
	Also, the secretarial work time is affected.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Senior Citizens who rely on this County legal service	Interview to assist w/legal problems	Daily
County Agencies	Referrals for specific surfaced needs	Daily
State & Federal Agencies	Obtain information on behalf of clients	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The position of Legal Assistant/Paralegal in the Legal Assistance Program is of such importance to the two attorneys for support that all legal work will diminish because of the ever increasing senior population's demands. The program's growth testifies to the value of 4 persons and assuredly will diminish if this position remains unfilled due to the constant demand for attorney time.

2008

Board of Commissioners

Senior Citizens Committee

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

Senior Secretary
Dana Lazetichko

Clerk Typist IV
Robin Auten

Council on Aging

Victim Liaison
Mary Misuraca

Center Mgr.
Kathy Cici

Prog. Developer
Cathy Wilson

Pres. Drug Clerk (PT)
(Senior Pres. Drug Plan)
Amber Pirago

Disability Specialist
Kathy Savinsky

Counselor III
Roberta Knapp

Info. & Ref. Spec.
Sue Meyers

Adult Day Service Program
Program Supervisor
Kathryn Ann W. Kozlinski

Legal Assist. Prog.
Managing Attorney
Shirley A. Cushing, Atty

Title V Prog. AAA 1-B Employees
4 PT Aides at Senior Center
3 PT Aides in Adult Day Care

22 Volunteers

Counselor (PT)
Linda Savoyard

Counselor (PT)
Sharon LeDuc

Grandparents Raising Grandchildren
Coordinator (south area) Mary Potts

Grandparents Raising Grandchildren
Coordinator (north area) Christine Sine

Grandparents Raising Grandchildren
Childcare Supervisor Melissa Hatton

Clerical Support (PT)
Ann Wagner

Program Secretary
Joy Roark-Dumire

Activity Coord.
Maria Sikora

Program Assistant
Theresa McCarty

Program Aides-PT
Darlene Preston
Lora Pomaville
Darlene Preston

Student Volunteers

Program Coordinator
Sylvia McNabney

Activity Coord.
Michelle Thies

Program Assistant
Linda Wilenski

Program Aides-PT
Peggy Eddy
Terry Kramer
Jane Gillespie
Antoinette O'Neill

Student Volunteers

Attorney
Thomas G. Hartwig

Paralegal

Clerk Typist IV
Donna Alexander

Volunteer (1 PT)

Senior Citizen Services Committee 2008

- Commissioner Paul Gielegem, Chairman
- Commissioner Sue Rocca, Vice Chair
- Commissioner Jonathan Switalski
- Commissioner Betty Slinde
- Commissioner Don Brown
- Commissioner Kathy Tocco
- Commissioner Susan Doherty
- Commissioner Philis DeSaele
- Commissioner Ed Bruley
- Commissioner William A. Crouchman (ex-officio)

• Vacant Position

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HUMAN RESOURCES

Describe how this position is funded:

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Assist the public with concealed weapon permits, handgun registration, finger printing, accident reports, incident reports, proof of incarceration, freedom of information requests, incoming mail, warrant processing, court ordered fingerprints, jail incident reports and record checks on persons for various reasons.

The records office services the public with most things related to the Sheriff's Office, from the time an inmate is released to the deputy taking an accident or incident report on the road. The Record's Office is the depository for all the inmate files, road reports, CCW applicants, firearms permits, traffic violations, and various court paperwork.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Bette Grove, Clerical Supervisor	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9
Other Classifications Reporting to this Immediate Supervisor	Telephone oper., cashier II, Account Clerk I / II	15
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Reading law enforcement information network information and deciphering if someone is eligible for purchasing a handgun. Deciding what can and cannot be released on a freedom of information request. Dealing with individuals that have just been released from jail.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inmate releases	5	daily	
2	Court papers & Prosecutor authorizations	15	daily	
3	warrant entry	15	daily	upon receipt
4	concealed weapon permits and fingerprinting	20	daily	
5	traffic violations	10	daily	3 days
6	freedom of information requests and incoming mail	10	daily	5 days
7	handgun purchases and safety inspections	10	daily	10 days
8	data entry - scanning incidents, accidents, etc.	15	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Fingerprints 2005= 5,094 2006=3,717 2007=2,671
 foia requests 2005= 736 2006=795 2007=937
 purchase permits/gun registration 2005=4,789 2006=5,223 2007=5,444
 incident/accident reports 2005=106,031 2006=109,350 2007= 108,323
 ccw applicants 2005=4,594 2006 = 3,049 2007 = 2,323
 traffic citations entered and scanned 2005= 5,277 2006= 4,481 2007= 6964
 money collected for services 2005=\$48,250 2006=\$47,890 2007=\$55,317

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Issuing handgun purchase permits to citizens, releasing sensitive information regarding incident reports, expunging records, decipher record check information for CCW applicants answer phone calls from citizens and releasing information the under freedom of information act.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Warrants won't get entered in a timely fashion	felons could be on the loose
Citizens would not receive proper service	citizen dissatisfaction
Overtime would be created	over extended staff would be rushed errors occur
Recruiters - armed forces	record checks will go unanswered
Road patrol and admin staff	accuracy will be challenged
Insurance companies	mail won't be processed

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Citizens and insurance carriers	accident and incident reports	daily
district/circuit court and prosecutors	arrest and prosecution paper work	daily
CCW holders / gun purchases	fingerprints and record checks	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The record's staff has personal contact in all areas of the department dealing with citizens, administration, road patrol, jail staff, detectives, shift commanders court personnel, the prosecutors office, other police agencies, district court personnel, circuit court personnel and inmates.

Replacement QuestionnaireMacomb County
Position Analysis Questionnaire

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Add H.
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Employee Name: Linda BaadeClassification Title and Department: Typist Clerk I - Veterans ServicesDivision/Program Assignment: Macomb County EmploymentDescribe how this position is funded: 100% % %
County Grant Other**Classification Purpose:***In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Greets and signs in all walk-ins and scheduled appointments for the Director and Counselors. Schedules
appointments for Director and Counselors. Performs routine typing and clerical work to include memos,
letters, forms, envelopes and other correspondence. Files records. Answers phone and takes messages.
Operates office equipment such as personal computers, fax machine and copier.

Organization Information: *(Please attach a current organization chart)**Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission and role of the Department is to assist Veterans and their dependents with Financial Aid
Applications, Burial Benefits and Federal, State and County level benefits.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Typist Clerk	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Counselor, Counselor II	3
Classifications Directly Supervised by this Classification (if applicable)	N/A	N/A

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Director
Secretary
Counselors
The classification schedules the appointments for all of these positions as well as taking messages by phone and walk-ins. Schedules appointments for Volunteers.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Multi-tasking phones, walk-ins, data entry, typing, filing, scheduling appointments, signing in and distributing organizational correspondence to Director and Counselors; faxing correspondence, copying documents and performing various other clerical support duties.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Greet and sign-in appointments and walk-ins	30%	Daily	
2	Answer phones, data entry, filing correspondence and mail	30%	Daily	
3	Faxing, assigning files, copy and clerical duties	20%	Daily	
4	Scheduling appointments and other support duties	20%	Daily	
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary).

Due to nonverifiable prior data I am unable to submit statistical data over a 3 year period. I only have accurate data for 2007 to give statistics on. Walk-in contacts average 25 per day, 6,000 annually;
Phone contacts average 30 calls per day, 7,200 annually (incoming and outgoing); copying documents (discharge papers, marriage license, death certificates, medical records, etc) 25,000 pieces annually.
Typing and entering data is performed on every veteran/spouse or dependent that comes into the office. This data is based on the workload of the typist clerk. This does not include the contacts, phone log or data entry of the Counselors, Director, Secretary or Organizational Volunteers (American Legion [AL] comes one day a week and the Veterans of Foreign Wars [VFW] comes in one day a week.)

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Answering general questions – examples: giving information on documents needed to file for burial benefits, financial assistance and claims.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
A very devastating impact. This classification requires 2 (minimum) to succeed with a smooth operation to assist veterans and dependents	75%

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Veteran – Doing business with County	Get necessary information to start a file in VetRex	Daily
Dependents – Doing business with County	Get necessary information to start a file in VetRex	Daily
Staff – In Veterans Services Department	Copies documents, enters data in VetRex and organizes daily scheduled contacts	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The typist clerk coordinates and enters all information needed to enter data into VetRex and assign a
file to all veterans and their dependents; verifies their military eligibility to assist the Director and
Counselors with all of their daily scheduled appointments; and assist and advise them of the reason
for the appointment.